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ROUTING SLIP

	TO	DATE	INITIALS
	FROM: [illegible]	DATE: 6/19	
	DO - PPBS		

Vic

I was [illegible] with [redacted] that we should pursue this further - How does it seem if you can get his old Agency file. E.

STAT

IP FM 306

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STAT

April 9, 1970

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STAT

Re: The telephone conversation of April 8, 1970 between STAT
of your office. STAT

In accordance with the conversations you have had with personnel, we STAT
are pleased to submit a proposal to give technical support to your operation.

A very brief statement of the work to be performed appears as Attachment A, and the individual rates and level of effort for the individuals involved appears as Attachment B. These individuals will be STAT
Resumes of these people appear as Attachment C. STAT

If there are any questions pertaining to the technical effort, please do not hesitate to call me or For purely contractual matters, please STAT
call Controller. STAT

Very truly yours,

STAT

RAC:lk

Enclosures

Bethesda, Maryland Santa Monica, California

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ATTACHMENT A

A DECISION-ORIENTED PERSPECTIVE ON MANAGEMENT INFORMATION

The raw material of the management process--whether of a government health or defense program, or a commercial venture--is information. The product of that process is decision. Most management decisions have some constraints imposed externally by financial considerations. The purpose of management information system (MIS) design is to provide precisely the information needed, at the time when and the places where it is needed, and with full awareness of those constraints. The objective of the MIS is to provide decision makers with visibility into the impact (both immediate and long-term) of various decisions which are available to them. This implies the following basic tasks for the MIS designer:

(1) Identify the decisions to be made by those who will use the system,

(2) Infer from this the information needed to support these decisions, and the location of these needs in the organization,

(3) Take inventory of the data existing and its ability to be incorporated in a system,

(4) Identify the missing, but essential data and suggest ways for collecting it,

(5) Design a system that will collect, store, manipulate, and display the essential data in useful ways.

(6) Implement the system, either by installing the procedures and equipment needed, or by overseeing their installation,

(7) Review the system in its operation state.

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It is evident from the above paragraph that [redacted] STAT approach to MIS focuses on the nature of the decisions to be made and the STAT type of information required to make them.

[redacted] proposes to develop an MIS in support of planning, programming and STAT budgeting. This work should be done in three phases. The first phase would be a three month task aimed at developing a simple analytic model of the information flows and decision process. This model will be the basis for determining specific work tasks needed in the development of an MIS. The second phase will involve completion of the specific tasks. The third phase will involve implementing the system and evaluating its operation.

Phase I will require a level of effort of 1.5 men for three months. The work needed to complete the remaining two phases will be evaluated at the end of Phase I. The same levelof effort is anticipated for Phases 2 and 3 during the remainder of FY 1971.

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STAT

May 27, 1969

Vic
Looks promising
to 5/29

STAT

STAT

Dear Vic:

I have enclosed the two documents mentioned in our telephone conversation of 27 May 1969 plus another Information System proposal prepared for Puerto Rico. The annual report for 1968 is also enclosed . . . the graphics are pretty good and might appeal to your current environment. The boiler-plate material (corporate background and resumes) has been removed. STAT

I prepared AP-391 for the government of Taiwan; we were limited to a few pages of survey presentation on this contact. The government there is considering moving briskly into automated data banks in support of all government decision processes. Thus, write-up sweeps across a broad spectrum of government interests. STAT

Sincerely yours,

STAT

WJW:kss

Enclosures

Ed —

FYI per our chat of a few days ago.
I gave the papers referred to above to STAT
to review + evaluate.

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